



CITY OF GRAPEVINE

ZONE CHANGE REQUEST APPLICATION

SUMMARY OF ZONE CHANGE APPLICATION REQUIREMENTS

I. APPLICATION REVIEW REQUIREMENTS

1. Meet with development services staff to review application requirements for your specific development.
2. Application with original/notarized signatures of owner and applicant.
3. Filing fee - \$500.00 for first acre + \$25.00 for each additional acre or portion thereof.
4. Survey and legal description of property on 8 ½ x 11.
5. Five (5) z-folded blueline copies of the Concept Plan, no less than 22" x 34" and scale of no less than 1" to 50'.
6. Signature of both owner and applicant on acknowledgement form (page 5).
7. Verify with the City of Grapevine Public Works Department regarding platting information. Have the attached verification statement signed by Public Works (page 6).

**A concept plan is not required when rezoning to
"R-7.5", "R-12.5" or "R-20" Single Family Districts**

Direct questions to Planning & Zoning Staff at (817) 410-3155 - fax (817) 410-3018

Delivery Address

Development Services
Planning Division
200 S. Main Street
Grapevine, Texas 76051

Correspondence Address

Development Services
Planning Division
P O Box 95104
Grapevine, Texas 76099

CITY OF GRAPEVINE
ZONE CHANGE APPLICATION

1. Applicant/Agent Name _____
 Company Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone # _____ Fax # _____
 Email _____ Mobile # _____
2. Applicant's interest in subject property _____

3. Property owner(s) name _____
 Address _____
 City _____ State _____ Zip _____
 Phone # _____ Fax # _____
4. Address of subject property _____
 Legal Description: Lot _____ Block _____ Addition _____
 Size of subject property _____ acres _____ square foot
 Metes & Bounds must be described on 8 ½ " x 11" sheet
5. Present Zoning Classification _____
6. Present Use of Property _____
7. Requested Zoning District _____
8. The applicant understands the master plan designation and the most restrictive zone that would allow the proposed use is _____
9. Minimum/Maximum District size for requested zoning _____

10. Describe the proposed use _____

All Zone Change Requests are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.

All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

Any changes to a concept plan approved with a zone change request can only be approved by city council through the public hearing process.

I have read and understand all of the requirements as set forth by the application for zone change request and acknowledge that all requirements of this application have been met at the time of submittal.

11. Signature to authorize a zone change request and place a zone change request sign on the subject property.

Applicant (print): _____

Applicant signature: _____

Property Owner (print): _____

Property Owner signature: _____

The State of _____

County of _____

Before me _____ on this day personally appeared
_____ known to me (or proved to me on the oath of
_____ or through _____ (description
of identity card or other document) to be the person whose name is subscribed to the foregoing
instrument and acknowledged to me that he executed the same for the purposes and consideration
therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D.
_____.

SEAL

Notary Signature

The State of _____

County of _____

Before me _____ on this day personally appeared
_____ known to me (or proved to me on the oath of
_____ or through _____ (description
of identity card or other document) to be the person whose name is subscribed to the foregoing
instrument and acknowledged to me that he executed the same for the purposes and consideration
therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D.
_____.

SEAL

Notary Signature

ACKNOWLEDGEMENT

All Zone Change Request are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.

All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

I have read and understand all of the requirements as set forth by the application for zone change request and acknowledge that all requirements of this application have been met at the time of submittal.

Signature of Applicant _____

Date: _____

Signature of Owner _____

Date: _____

Platting Verification

This Verification Statement Must Be Signed Prior
To The Submittal of This Zoning Application.

_____ It has been determined that the property described below does **require platting or replatting** and the applicant has been instructed on this procedure.

_____ It has been determined that the property described below is **currently platted or does not require platting or replatting** at this time.

Address of subject property _____

Legal description of subject property _____

Public Works Department

Date

This Form Must Be Signed By The Public Works Department And Submitted Along With A Completed Application To The Planning And Zoning Department.

ZONE CHANGE APPLICATION PROCEDURAL TIMETABLE

APPLICATION DEADLINE

DAYS 1-14

DAY 15

DAY 23

DAY 25

DAY 32

DAY 39

DAY 42

ZONE CHANGE REVIEW SUBMITTAL

PLANNING STAFF REVIEW

TECHNICAL REVIEW COMMITTEE

PLANNING DEPARTMENT
PUBLIC WORKS
BUILDING INSPECTIONS
FIRE DEPARTMENT
POLICE DEPARTMENT
UTILITY COMPANIES

RETURN NECESSARY REVISIONS TO
PLANNING DEPARTMENT STAFF TO INCLUDE
BUT NOT LIMITED TO: 40-11X17'S, 2-FULL SIZE
SETS, 1-MYLAR SET

NOTICE TO NEWSPAPER

ADJACENT PROPERTY OWNERS; POSTING OF
SIGNS ON PROPERTY

PACKETS SUBMITTED FOR DISTRIBUTION TO
CITY COUNCIL AND PLANNING AND ZONING
COMMISSION

CITY COUNCIL AND PLANNING AND ZONING
COMMISSION JOINT PUBLIC HEARING

PLANNING AND ZONING COMMISSION RECOMMENDATIONS TO CITY COUNCIL RESULT
IN THE FOLLOWING ACTION

APPROVAL - REQUIRES A COUNCIL MAJORITY VOTE

DENIAL - REQUIRES 3/4 VOTE APPROVAL BY COUNCIL

CONTINUING - SET TO A DATE CERTAIN; FURTHER RESEARCH AND

INFORMATION REQUIRED

CASE NAME:	
CASE NUMBER:	
LOCATION:	
_____	_____
MAYOR	SECRETARY
DATE: _____	
PLANNING AND ZONING COMMISSION	

CHAIRMAN	
DATE: _____	
SHEET: _____ OF _____	
APPROVAL DOES NOT AUTHORIZE ANY WORK IN CONFLICT WITH ANY CODES OR ORDINANCES.	
DEPARTMENT OF DEVELOPMENT SERVICES	

THIS SIGNATURE BLOCK MUST APPEAR ON EACH PAGE OF THE SUBMITTAL AND FINAL REVISIONS.

NUMBER EACH SHEET AS PER EXAMPLE BELOW:

SHEET 1 OF 4 ;
SHEET 2 OF 4 ;
SHEET 3 OF 4 ;
SHEET 4 OF 4 , ETC.

**2010
CITY OF GRAPEVINE
PLANNING & ZONING COMMISSION
MEETING AGENDA SCHEDULE**

CITY COUNCIL PLANNING & ZONING MEETING DATES *	FILING DEADLINE First Monday of the month
December 15, 2009	November 2, 2009
January 19, 2010	December 7, 2009
February 16, 2010	January 4, 2010
March 16, 2010	February 1, 2010
April 20, 2010	March 1, 2010
May 18, 2010	April 5, 2010
June 15, 2010	May 3, 2010
July 20, 2010	June 7, 2010
August 17, 2010	July 6, 2010
September 21, 2010	August 2, 2010
October 19, 2010	September 7, 2010
November 16, 2010	October 4, 2010
December 21, 2010	November 1, 2010
January 18, 2011	December 6, 2010

*** These dates are prior to council approval and may change**

THE DEVELOPMENT SERVICES STAFF WILL DETERMINE
THE AGENDA FOR EACH OF THE PUBLIC HEARING DATES.
BASED ON THE SIZE OF THE AGENDA, YOUR APPLICATION
MAY BE RESCHEDULED TO A LATER DATE.